

Case Development Checklist

Section I: GENERAL

Case Assigned:	Case No:
Case Title:	

Date Format: m/d/yyyy

Section II: FIND INDIVIDUAL(S)

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|--------------------------|---|-------|
| <input type="checkbox"/> | 1. NAME Search (White Pages, Free Skip Tracing Internet sites; see doc. List of Links) | Date: |
| <input type="checkbox"/> | 2. ADDRESS Check (Free Skip Tracing Internet Sites see doc. List of Links) | Date: |
| <input type="checkbox"/> | 3. DTSC Databases | Date: |
| <input type="checkbox"/> | 4. Contact other Cal EPA databases such as | Date: |
| <input type="checkbox"/> | 5. Dept. of Industrial Relations & Employment Devel. & City Bus. Licensing Division
(Worker's Comp. Insurance; if bus is license=Workers Comp Declaration) | Date: |
| <input type="checkbox"/> | 6. Contact/ Gather Info. (inspections, complaints eg.) County/City Fire Dept/ CUPA's | Date: |
| <input type="checkbox"/> | 7. Contact/Gather Info. (inspections, complaints, licenses) County/City/ ARB/AQMD/Consumer Affairs | Date: |
| <input type="checkbox"/> | 8. Contact Union Affiliation | Date: |
| <input type="checkbox"/> | 9. Associations or Memberships | |
| <input type="checkbox"/> | 10. Interview Witnesses, Ex-Employees, Neighbors, Schools etc. | Date: |

Section III: FIND COMPANY(S)

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|--------------------------|---|-------|
| <input type="checkbox"/> | 12. Public Property Check/ Business Check/Name Check (Fictitious Statements)/Yellow Pages | Date: |
| <input type="checkbox"/> | 13. Company Internet Site and Internet Financial Web Sites | Date: |
| <input type="checkbox"/> | 14. Secretary of State <u>Certified</u> Copies (need billing code) or Internet | Date: |
| <input type="checkbox"/> | 15. Regulated by Federal Gov.: | Date: |
| <input type="checkbox"/> | 16. Regulated by State Agencies: | Date: |
| <input type="checkbox"/> | 17. Regulated by County: | Date: |
| <input type="checkbox"/> | 18. Regulated by City: | Date: |
| <input type="checkbox"/> | 19. Gather Permit Information, H&S Plan, Haz material Management Plan, Bus. Review Plan | Date: |
| <input type="checkbox"/> | 20. Gather Inspection History: Summary of Violation, Inspection Rpt. Fed Debarment Branch etc | Date: |
| <input type="checkbox"/> | 21. Contact DTSC, ARB, DPR, Water, CIWMB | |
| <input type="checkbox"/> | 22. Check DTSC's Hazardous Waste Tracking System | Date: |
| <input type="checkbox"/> | 23. Check ARB's (Database system ?) | Date: |
| <input type="checkbox"/> | 24. Check DPR's (Database system ?) | Date: |
| <input type="checkbox"/> | 25. Check Water's (Database system?) | Date: |
| <input type="checkbox"/> | 26. Check CIWMB's (Database system ?) | Date: |
| <input type="checkbox"/> | 27. Annual SEC reports | Date: |
| <input type="checkbox"/> | 28. Contact Competitors | Date: |
| <input type="checkbox"/> | 29. Contact Neighbors | Date: |
| <input type="checkbox"/> | 30. Contact/Gather info. County District Attorney Investigator & Deputy District Attorney | Date: |

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|--------------------------|-----|--|-------|-----|-------|
| <input type="checkbox"/> | 31. | Union Affiliation | | | Date: |
| <input type="checkbox"/> | 32. | Surveillance Measures (eg. Video, Technical, Fly Over, First hand) | Start | End | Date: |
| <input type="checkbox"/> | 33. | Dept. of Industrial Relations & Employment Devel &/City Bus. Licensing Division
((Worker's Comp. Insurance; if bus is license=Workers Comp Declaration) | | | Date: |
| <input type="checkbox"/> | 34. | Interview Witnesses, Ex-Employees, Neighbors, Schools etc. | | | Date: |
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Section IV: PAID SERVICES

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|--------------------------|-----|---|--|-------|
| <input type="checkbox"/> | 36. | MERLIN Database | | Date: |
| <input type="checkbox"/> | 37. | Financial Background Check: Dun & Bradstreet | | Date: |
| <input type="checkbox"/> | 38. | DMV Limited Check | | Date: |
| <input type="checkbox"/> | 39. | LEXIS NEXIS | | Date: |
| <input type="checkbox"/> | 40. | Cal. Law Enforcement Tracking System-CLETS (Law Enforcement Use Only) | | Date: |

All paid databases should be maintained for audit purposes and misuse.